

A full-time employee of New Mexico Junior College, his/her spouse, and legal dependents are entitled to a total of *nine (9) credit hours* of tuition-free credit courses **or** one (1) community development course/offering (with costs up to \$45.00) at no cost, per semester and per summer session, providing the minimum number of paid enrollees has been attained and provided space and facilities are available.

A full-time employee of New Mexico Junior College shall be entitled to exercise his/her tuition and fee privilege on a released-time basis from the employee's institutional assignment, provided the course takes place during assigned working hours under the following provisions:

- I. The course is directly related to the improvement of the employee's skills in his/her current position.
- II. The employee's immediate supervisor has agreed and recommends that the employee could benefit from the course for current position-related skills improvement.
- III. The supervisor has determined through performance evaluation that the employee would benefit from the course for current position-related skills improvement.
- IV. The course is only taught during regular working hours.
- V. Enrollment in the proposed course is subject to availability of space and facilities, recognizing should it be necessary to limit or reduce the size of the course. Employees receiving tuition and fee waivers shall have a lower priority than a student for whom such provisions do not apply.
- VI. The release time has been approved by the supervisor and appropriate Vice_President.
- VII. Any course taken on a release-time basis shall not be eligible for budget increase provisions of the salary plan.

Employees retired under the provisions of ERA, his/her spouse, are entitled to *six (6) credit hours* of tuition-free credit course(s) per semester and per summer session provided the minimum number of paid enrollees has been attained and provided space and facilities are available.

Employees who are employed in one of the permanent part-time positions are entitled to six (6) credit hours of tuition-free credit course(s) per semester and per summer session provided the minimum number of paid enrollees has been attained and provided space and facilities are available.